

LifeSpark Cancer Resources
355 South Teller Street, Suite 200
Lakewood, CO 80226
303.425-5670

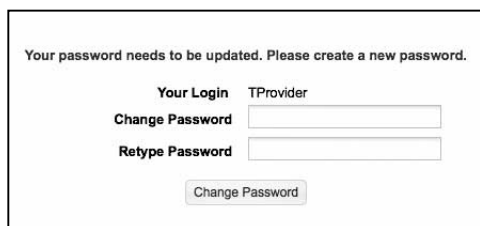
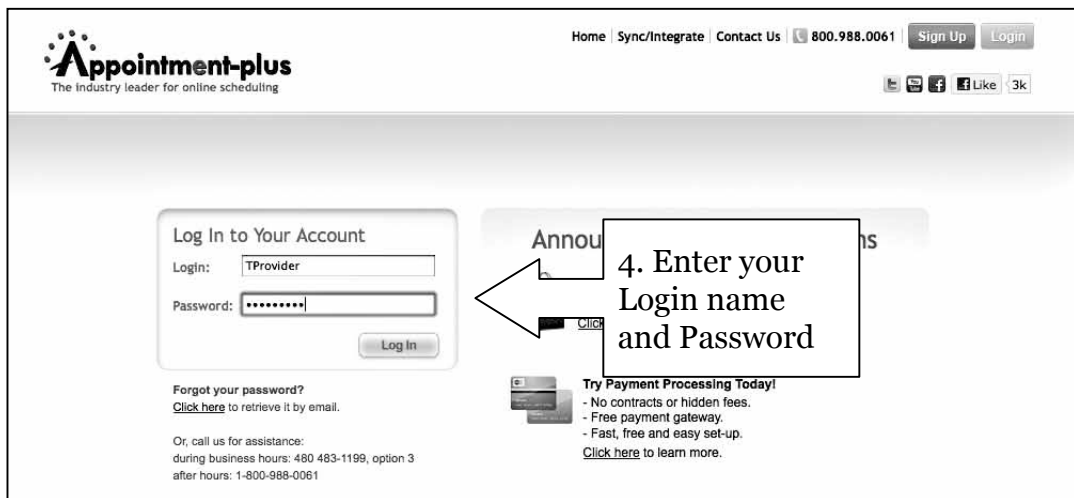
Appointment-plus

User Manual for LifeSpark Cancer Resources

Version 2.0
For technical assistance, please contact:
Appointment-plus Administrator
Bob O'Connell
303.478.0721

How to Login

1. Obtain your login name and password from your LifeSpark site coordinator.
2. Open your web browser and go to: **www.appointment-plus.com**.

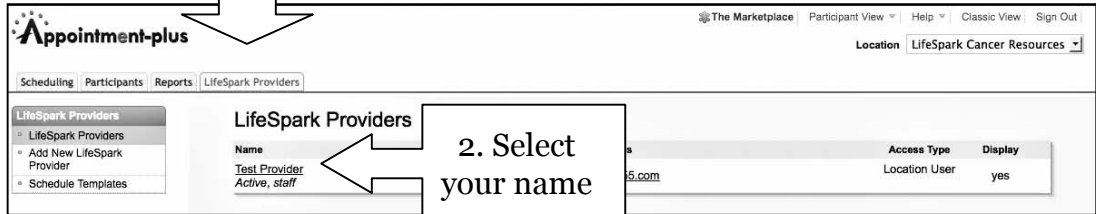


5. If this is your first login, you will receive a password update screen. Enter a new password in the "Change Password" box. Enter it again for verification in the "Retype password" box. Then click the Change Password button.

Provider Information-1

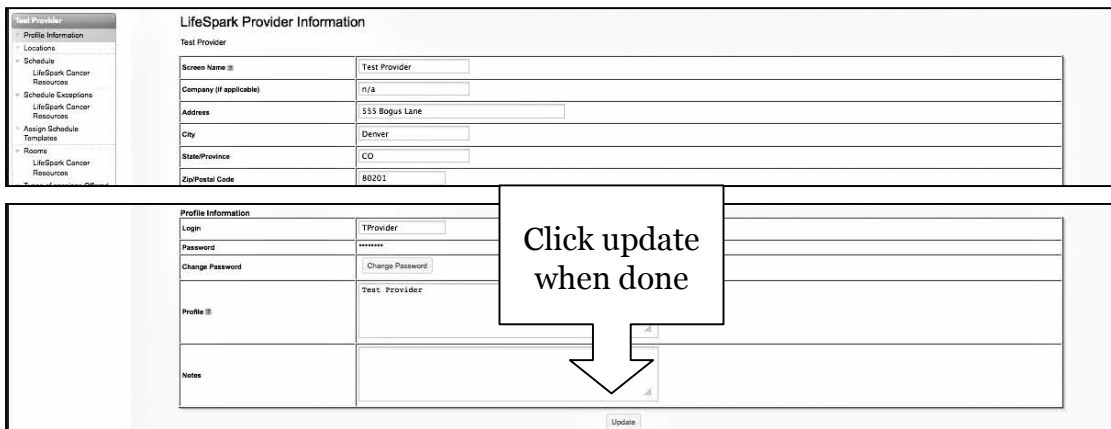
After signing in, update your Provider information.

1. Click the LifeSpark Providers tab



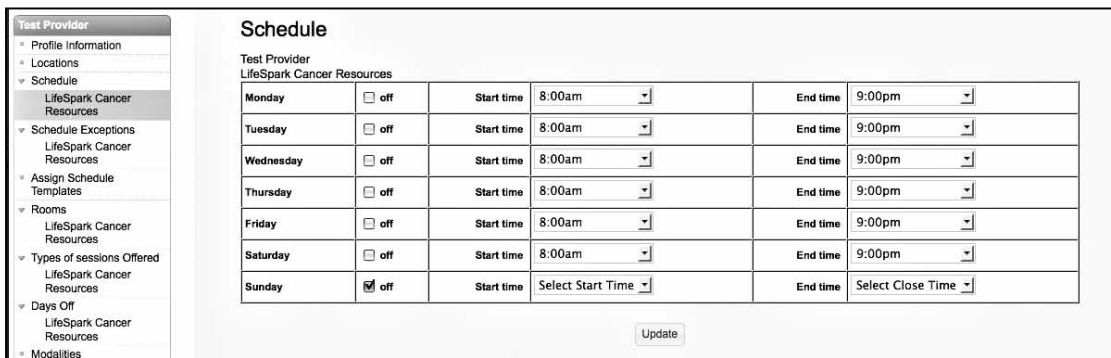
2. Select your name

3. Update your information in the LifeSpark Provider Information screen. *When done, be sure to click the Update button at the bottom of the screen.*



Click update when done

4. Optional: Under Schedule, select LifeSpark Cancer Resources to set your days off or available hours. Click the Update button when done.
NOTE: Only set your schedule in 30-minute increments; 1/4 hour increments will create errors when you attempt to schedule an appointment.



5. Optional: Under Schedule Exceptions, select LifeSpark Cancer Resources to set dates and times when your availability differs from the norm, then click the Add button.

Provider Information-2

6. **IMPORTANT:** Under Rooms, click LifeSpark Cancer Resources, select your assigned Rooms, and then click the Update button. *Note: If you do not have a Room selected, you will be unable to schedule an appointment for that room.*

7. Under Types of Sessions Offered, select LifeSpark Cancer Resources to configure the types of sessions for which you are available. Click Update when done.

Type of session Offered?	Type of session Description	Time To Complete	Days Offered	Cost
<input checked="" type="checkbox"/>	LifeSpark Session (weekly) <i>type of session</i>	1 hour 15 minutes	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	0.00
<input checked="" type="checkbox"/>	Open Session (one-time) <i>type of session</i>	1 hour	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	0.00
<input checked="" type="checkbox"/>	Mini-session <i>type of session</i>	20 minutes	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	0.00

8. **Optional:** Under Days off, select LifeSpark Cancer Resources to configure calendar days that you are not available. Click Update when done.

9. Under Modalities, click LifeSpark Cancer Resources to select your available modalities. Click Update when done.

10. Under Languages, click LifeSpark Cancer Resources to select any additional languages you may speak (for example, Spanish, Vietnamese, Chinese, German, or Russian). Click Update when done.

11. When your Provider Information has been entered, click the Scheduling tab to return to the main Appointment-plus screen.

Screen Navigation

Sign Out button

Calendar in "Week" view:

The screenshot shows the Appointment-plus interface in a weekly view. The calendar displays dates from 6/1/2012 to 6/7/2012. The selected location is Aurora-Medical Center of Aurora. The interface includes a top navigation bar with 'The Marketplace', 'Participant View', 'Help', 'Classic View', and 'Sign Out'. A 'Click here' button is visible. The 'View Schedule For:' section shows 'Select LifeSpark Provider' and 'Aurora-Medical Center'. A date selector shows 'Jun 2012'. The calendar grid shows time slots from 8 am to 3 pm. A legend on the right lists appointment statuses: Open, Reserved, Unavailable, Scheduled, Confirmed, Complete, and No Show. Callouts include: 'Bar shows date, month, or date range' pointing to the date range bar; 'Header shows selected location (room)' pointing to the location header; 'Click color bar to display appointment legend' pointing to the legend; 'Click the gear icon to select Day, Week, or Month views' pointing to the gear icon; and 'Select month, year, and date' pointing to the date selector.

To select your LifeSpark location, click the Rooms drop-down list:

The screenshot shows the Appointment-plus interface with the 'Rooms' drop-down list open. The list includes: All Rooms, Aurora-Medical Center of Aur..., Boulder Atonement, Denver Health, Denver St Barnabas, Highlands Ranch-St Andrew Unit..., Lakewood-Green Mtn UMC, Lone Tree Skyridge, RMCC Aurora, RMCC Colorado Springs, RMCC Lakewood, RMCC Lone Tree, RMCC Longmont, and RMCC Thornton. Callouts include: 'Click the Rooms drop-down list to display all LifeSpark locations' pointing to the drop-down list; and 'Click here to subscribe.' pointing to a button in the top navigation bar. The background shows the same weekly calendar view as the previous screenshot.

Note: LifeSpark locations are dynamic. For that reason your location may not be shown in this screen capture.

Schedule Appointments-1

Step One: Select your Location from the Rooms drop-down list

Scheduling tab should be selected

Select your Location from the Rooms drop-down list

Verify that the correct Location is selected

Step Two: Select the date

Select the month and year

Select the day

Step Three: Click a blank area or the Green “+” sign for the chosen date and time

WRONG:

9 am	⊖	⊖	⊖
30	⊖	⊖	⊖
10 am	✖	Reserved	⊖
30	⊖	⊖	⊖
11 am	⊖	⊖	⊖

Tip: If you accidentally click the red “-” sign, you’ll get a Reserved block. To correct this, click the large red X and then confirm the deletion.

Click a blank area or the Green + sign on the left

Schedule Appointments-2

Step Four: Enter the appointment information.

To begin, select the Participant's name from the drop-down list

Tip: Participants are listed by first and last initials, then first name.

Finalize Scheduling

Select Participant information below

With Test Provider view

Room Lakewood-Green Mtn UMC

Type of session Select Type of session

Duration Select duration

Date Tuesday, 12

Time 12:00pm

Status Select status

Cost Select cost

Special Instructions

Scheduling Notes (internal only)

Type one-time appointment

Send scheduling e-mail to participant

Send scheduling e-mail to lifespark provider

Created By Test Provider

Participant Notes (internal only)

The Provider (you) and Room are auto-filled.

Once selected, the Participant's information auto-fills for you.

Tip: All boxes with **bold** labels are mandatory.

Make Scheduling Reserve Time

Finalize Scheduling

Select Participant or enter participant information below

First Name **Example**

Last Name **Participant**

Initials **EP**

Daytime Phone **555-555-5555**

Cell Phone

E-mail

Gender **Female**

Preference M,F, Either **Select One**

Assigned To **Select One**

Provider (Last name, first name)

With Test Provider view

Location LifeSpark Cancer Resources

Room Lakewood-Green Mtn UMC

Type of session LifeSpark Session (weekly)

Duration 1 hour

Date Tuesday, June 5, 2012

Time 10:00am

Status Scheduled

Cost 0.00 Tip Via

Special Instructions for Participant

Scheduling Notes (internal only)

Type one-time appointment

Send scheduling e-mail to participant

Send scheduling e-mail to lifespark provider

Created By Test Provider

close window and refresh

To schedule a recurring appointment, select "recurring appointment" from the Type drop-down list.

Schedule Appointments-3

If you selected “recurring appointment,” a Recurring Scheduling Information dialog box pops up at the top of the page.

Enter the parameters and then click the Finalize Scheduling button.

close window and refresh

Make Scheduling Reserve Time

Finalize Scheduling

Recurring Scheduling Information

You must enter scheduling information below before entering any recurring scheduling information. Scheduling will not be are already reserved.

Recurring Period

This appointment recurs
Every Week

OR

This appointment recurs on the
First Sunday
of every month

End Date

End on June 2012

Select Participant With Test Provider view

Click Finalize Scheduling button when done.

A confirmation screen appears. Click “close window and refresh” to exit the confirmation screen.

close window and refresh

Make Scheduling

Recurring scheduling have been confirmed

Recurring Scheduling Information

Scheduling will recur every week ending on 06/26/2012

First Name	Example view	With	Test Provider view
Last Name	Participant	Location	LifeSpark Cancer Resources
Initials	EP	Room	Lakewood-Green Mtn UMC
Daytime Phone	555-555-5555	Type of session	LifeSpark Session (weekly)
Cell Phone		Duration	1 hour
E-mail		Date	Tuesday, June 5, 2012
Gender	<input checked="" type="checkbox"/> Female	Time	10:00am
Preference	M,F, Either	Status	Scheduled
Assigned To		Cost	0.00 Tip Via
Provider		Special Instructions for Participant	None
(Last name, first name)		Scheduling Notes (internal only)	None
Comments		Type	recurring appointment
Availability		Send scheduling e-mail to participant	- yes
Fee	\$\$ \$\$	Send scheduling e-mail to lifespark provider	- yes
		Created By	Test Provider

Participant Notes (internal only)

Click “close window and refresh” to exit

Confirming and Editing Your Appointments

To edit an appointment when in Day or Week view, go to the appointment and select the “i” icon from the menu at the top of the time block. If in Month view, click on the appointment to open an edit screen.

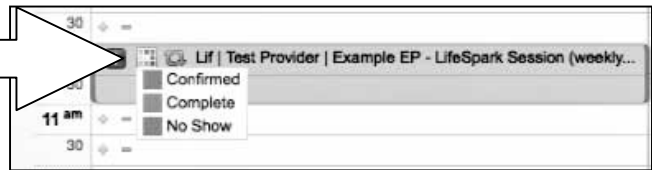
In Day or Week view, click the “i” icon to display the appointment information



NOTE: In Month view, the “i” icon does not appear. Simply click on the appointment instead.

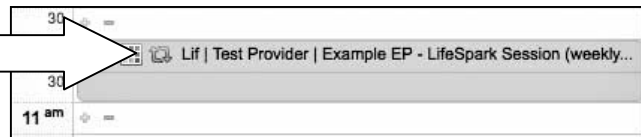
IMPORTANT: When a session is complete, set the appointment to Complete to automatically input your time for reporting purposes.

Click the status icon and select Complete to auto-input your time for reporting purposes.



To edit a recurring appointment, click the icon with the circular arrows.

To edit a recurring appointment, click the circular arrows



A Maintenance dialog box appears. Update the information and then click the Update button at the bottom of the screen.

Recurring Scheduling Maintenance	
Participant	Example EP
LifeSpark Provider	Test Provider
Room	Lakewood-Green Mtn UMC
Type of session	LifeSpark Session (weekly)
Duration	1 hour
Cost	0.00
Start Time	10:00am
Status	Scheduled
Recur Period	<input checked="" type="radio"/> This appointment recurs <input type="radio"/> Every <input type="text" value="1"/> <input type="text" value="Week"/> From 6/5/2012
	OR <input type="radio"/> This appointment recurs on the <input type="text" value="First"/> <input type="text" value="Sunday"/> of every <input type="text" value="month"/>
End Date	June 26 2012
<input type="button" value="update"/>	

LifeSpark Appointment-plus Administrator:

If you do not find the resolution of your issue on this page, please contact LifeSpark's Appointment-plus Administrator for assistance:
Bob O'Connell 303.478.0721

System is slow.

1. Try a different connection. Sign Out then exit your browser program--be sure to *exit* the program as opposed to only closing the open window. Re-launch your browser and login again to Appointment-plus.
2. The system may be busy or your Internet Service Provider or connection may be experiencing heavy traffic. Try again later.

Time you want is blocked out in yellow.

Another provider already has this time scheduled. Select a different date/time.

Time you want has a gray Reserved block.

You or another Provider who serves the same Location accidentally clicked the red "-" sign. Click the large red "X" on the gray block, then answer OK at the "Are you sure you want to unreserve this timeslot?" prompt.

The time block on the calendar is blank with no "+" or "-" signs. You get a time conflict when trying to schedule an appointment that includes that same block of time.

You may have set your personal Provider Schedule in 15-minute increments for that given block of time. This creates a conflict with the appointment, which can only be set in 30-minute increments.

Click the LifeSpark Providers tab, select yourself, go to the Schedule section, and be sure all times are set in 30-minute or 1 hour increments, NOT 1/4 hour.

Your name does not appear as a Provider.

Case 1: You have selected a Room (Location) not assigned to you. Select the correct room.

Case 2: You have not been setup for the Room (Location) assigned to you. Click the LifeSpark Providers tab, select yourself, go to the Rooms section, and select the room.

Your Participant does not appear in the Scheduling dialog box.

Case 1: You have selected a Room (Location) not assigned to you. Select the correct room.

Case 2: The Participant has not been assigned to you as a Provider. Contact LifeSpark for assistance.